

Title	Minutes of the Board Meeting
Description	Minutes of the previous Board meeting on 18 June 2020
Owner	Elizabeth France

Meeting held via Skype**Board members present (via Skype)**

AUTHORITY

Elizabeth France, Chair (EF)**David Horncastle** (DHo)**Ian McKay** (IMc)**Trevor Reaney** (TR)**Kate Bright** (KB)**Alec Wood** (AW)

EXECUTIVE

Ian Todd, Chief Executive (IT)**Stephen McCormick**, Director, Operations & Standards (SMc)**Michelle Russell**, Director, Partnerships & Interventions (MR)**In attendance****Jamie Hunt**, Deputy Director, Legal Services (JH)**Kevin Barretto**, Acting Deputy Director, Finance & Business Planning (KB)**External Attendees****Caroline Shanklyn**, Joint Head of Arm's Length Body Sponsorship, Home Office (HO) (CS)**Apologies****Dianne Tranmer**, Director, Corporate Services (DT)**Holly Brogden-Knight**, Board Secretary (HBK)**Secretariat****Anca Comsa**, Executive Assistant CE & Board (ACo)

Minutes

Topic	Action
<p>Welcome and apologies</p> <p>1. Apologies were received from the Director, Corporate Services and the Board Secretary. The meeting was quorate.</p> <p>Declaration of interest</p> <p>2. None.</p> <p>3. The Chair noted her thanks for the recent work in updating the declaration of interest register.</p> <p>Agenda 1: Approval of minutes and matters arising – MB/20-21/06/1a</p> <p>4. The minutes of the previous meeting, held on 7 May 2020, were agreed as a correct record and approved by the Board.</p> <p>5. The Board noted the action log/matters arising and discussed the outcome and progress of a number of actions. Work continued on the governance manual (Sept-19-05 & a. May-18-07) and the customer service excellence status (May-20-01). The following actions were marked as complete:</p> <ul style="list-style-type: none"> • (March-20-03 & May-20-02) in relation to modelling a number of scenarios and options to ascertain any impact of Covid-19 on SIA finances; this would become part of regular financial reporting to the Authority; • (May-20-03) in relation to SIA Annual Complaints report, with a new deriving action (June-20-01) for a closer look into complaints (including those from devolved administrations) and related processes to be considered by the SIA Audit & Risk Assurance Committee (ARAC). This matter would be added as an agenda item at one of the upcoming committee meeting in the next year for recommendations on any changes or further monitoring. (June-20-01) 	

Matters for report

Topic	Action
<p>Agenda 2: Chair’s Report – MB/20-21/06/02</p> <p>6. The Chair’s report was noted.</p> <p>7. The Chair said that she would be chairing two more SIA Strategic Forum meetings scheduled to take place in August and November 2020. Membership for this meeting has recently been refreshed, welcoming three new members, Guy Mathias, currently Chair of the Security Commonwealth, and two front line representatives: Matt Pitman from Westfield and Adam Usher from Mast Security.</p> <p>Agenda 3: Chief Executive’s Report – MB1/06/03</p> <p>8. The Chief Executive presented his report</p> <p>9. Members noted a number of updates which included work in relation to ‘Return to Work’, in light of Covid-19. The Chief Executive advised that the SIA continued to meet the challenges of the COVID environment with considerable success, making good use of virtual and remote working.</p> <p>10. The Chief Executive drew Members’ attention to a gap identified in relation to demographic data on licence applicants. He had only just identified this matter and was taking action at the earliest opportunity to ensure compliance with his public sector equalities duties. Some data may have been collected through the previous licensing system and sample-based research, but this functionality was not currently integrated within the SIA licensing systems (STeP). This matter was now appropriately shown on the risk register and the Chief Executive had taken immediate action to mitigate it. He had commissioned the Director of the Government Equalities Office, Elysia McCaffrey, to advise and provide independent assurance on the project. Members appreciated the open approach and welcomed the steps being taken to ensure good practice. They asked to be kept informed of progress, suggesting that it might be helpful to look at the possibility of using data from other public sector sources. (June-20-02).</p> <p>11. There was a brief reference to the likely impact of exiting the EU. The number of EEA nationals with licences is available and the Policy team continued to work closely with HO colleagues to monitor the situation. The Joint Head of Arm’s Length Body</p>	

Topic	Action
<p>Sponsorship, Home Office (HO) added that an update on planned legislation to extend to the current list of 'Mutual Recognition' would soon be provided to the SIA.</p> <p>12. Other queries related to possible bottle neck which might be created if physical intervention training modules could not proceed while COVID restrictions were in place. Assurance was provided that some training had recommenced and ways of delivering it were being kept under review. The SIA continued to work with awarding bodies, in raising standards and encouraging best practice. There was a brief reference to the impact any additional mandatory or refresher training may have on licence applicants where additional costs might apply to individuals. As the training was part of the main a route to income for licence holders in the long run it was not seen to present a cause for concern at this stage. Members also requested an update on the review of the Code of Conduct consultation upon completion. (June-20-03)</p> <p>13. Following the tragic death of George Floyd and the subsequent 'Black Lives Matter' campaign, the Chief Executive had arranged to meet with a number of members of staff from Black, Asian and minority ethnic backgrounds (BAME), for an opportunity to hear first-hand how staff may have been affected by these matters. This would ultimately form part of a wider diversity and inclusion debate, covering other protected characteristics, to be looked at by the executive team. Diversity within the SIA currently stood at 40%, matching the present London demographics. The Joint Head of Arm's Length Body Sponsorship, Home Office (HO) advised of similar work in the Sponsorship Unit, Home Office, looking at these matters across all Arms' Length Bodies (ALBs). Members asked if briefing on this requested by the Cabinet Office could be shared with the SIA.</p> <p>14. Confirmation had been received from the Minister, Victoria Atkins, MP, that she had considered the SISQR (Qualifications) review proposal/ statutory impact assessment and was content to approve the SIA's recommended mandatory training/ skills changes.</p> <p>Agenda 3a: Corporate Risks – MB/20-21/06/03a</p> <p>15. There had been no significant information security incidents in the period.</p>	

Topic	Action
<p>16. Two new risks emerged as a direct impact of Covid-19, these were both monitored and reviewed on a regular basis to ensure appropriate mitigation was in place.</p> <p>Agenda 3b: Performance – MB/20-21/06/03b</p> <p>17. Performance continued to remain strong in key licensing areas, however a 20% drop in licence applications over the first part of the financial year, in light of Covid-19 had a clear impact on the SIA. As noted at last month’s board meeting, the pandemic continued to impact on field-based work. This continued to be monitored closely but it was accepted that it would be some time before normal activities could resume.</p> <p>Agenda 3c: Financial summary – MB/20-21/06/03c</p> <p>18. The Chair welcomed the Acting Deputy Director, Finance & Business Planning for a dashboard presentation of the SIA budgets re-forecasting model which was noted.</p> <p>19. The Acting Director, Finance & Business Planning reported that at 31 May 2020 licence applications were 19% lower than originally forecast as a result of Covid-19, but a gradual increase was now evident. The impact this was having on licensing income continued to be monitored closely.</p> <p>20. Members asked a number of questions in relation to the Chief Executive’s request to Directors for savings of 10% to be identified. Savings would include the gains which might be made from, for example, the licencing review and were needed in the context of the expected decrease in the surplus and any changes in future public sector pay policies. There was not likely to be any significant direct impact for the SIA in any public sector spending review, though it would be important context.</p> <p>21. Members welcomed the evidence of increased licence applications and agreed that with careful planning it should be possible to achieve balance over the three year budget cycle. They thanked the Acting Deputy Director, Finance & Business Planning and the extended team for all their work to date; and underlined the importance of a continued balanced approach, in keeping finances aligned to all strands of SIA work.</p>	

Topic	Action
<p>Agenda 3d: Communications activity – MB/20-21/06/03d</p> <p>22. Members noted the communications activity in the last period. They welcomed the analytic data while noting the opportunity to adopt a more proactive approach. The Chief Executive advised that he had asked for these matters to be addressed through the internal and external communication strategy which were in the process of being finalised.</p> <p>Agenda 3e: Change Implementation and project portfolio pipeline – MB/20-21/06/03e</p> <p>23. The Chief Executive presented the change implementation update which was noted.</p> <p>24. Members observed with interest a change in previously allocated funds to the SIA web-site project, by moving some work aspects ‘in-house’, such as undertaking the re-write of the web-site, expected to remove a total of up to £73k expenditure on third party assistance. The Chief Executive advised that this approach, in identifying any possible savings extended across all the SIA budgets.</p> <p>Agenda 3f: Chief Executive engagements – MB/20-21/06/03f</p> <p>25. The appendix setting out the Chief Executive’s meetings during the period was noted.</p>	

Matters for noting and decision

Topic	Action
<p>Agenda 4: ARAC Annual Report 2019-20– MB/20-21/06/04</p> <p>26. The Chair of the Audit & Risk Assurance Committee presented the 2019-20 ARAC annual report, which was noted.</p> <p>27. He reported that he was content with progress ahead of the annual sign-off of the SIA annual report and accounts (ARA), scheduled for 29 June 2020. There were no specific issues to report at this stage. The Chair of the Audit & Risk Assurance Committee noted his personal thanks to David Horncastle for all his work in the nine months prior to his taking over as Chair of this committee. The Chair added her thanks on behalf of Members to both Chairs for the way these matters were conducted, the results achieved over the full 12 months period and the comprehensive report.</p>	

Any other business

Topic	Action
<p>Agenda 5. Any Other Business – MB/20-21/06/05</p> <p>SIA Board and Committee meeting dates 2021</p> <p>28. The proposed dates were subject to the ongoing governance review, which was looking at the best ways to align committee dates with those for the board to ensure appropriate sequencing, as well as taking into account any other changes arising from Covid-19 circumstances. It was agreed that the dates would be seen as placeholders at this stage. (June-20-04)</p> <p>SIA Chair and Member recruitment</p> <p>29. The Joint Head of Arm's Length Body Sponsorship, Home Office (HO) gave a brief update on the SIA Chair and Member recruitment matters; these were progressing well and would be advertised by the end of June 2020. The Chair asked for the final recruitment pack to be shared in advance of publication. (June-20-05)</p> <p>SIA HR matters</p> <p>30. Members would meet with the Chief Executive for a separate update on HR matters, immediately after the board meeting.</p>	

Next meeting: 23 July 2020

Venue: via Skype